

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
JULY 23, 2020 REGULAR MEETING MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

PCCLD facility closures, due to COVID-19, caused the Pueblo City-County Library District Board of Trustees regular meeting to be held via teleconference. Chris Currey, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Jon Walker, Executive Director; Sherri Baca, Associate Executive Director and Gloria Madrill, Board Secretary, attended via teleconference. Other directors and staff attended via teleconference.

Doreen Martinez, President, called the meeting to order at 5:30 p.m. Trustees in attendance via teleconference included Stephanie Garcia, Marlene Bregar, Lyndell Gairaud, Dustin Hodge, Phil Mancha and Fredrick Quintana.

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

Members of the Board or the Executive Director may suggest corrections or modifications to the agenda at this time.

Mr. Walker asked that an item be added under new business (VIII B. 4) a Report on Sunday Activities.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board regular meeting held on June 25, 2020, and the Library Board Work Session held on June 16, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve the meeting minutes held on June 25, 2020, and June 16, 2020.

Ms. Gairaud made a motion the Library Board approve the regular meeting minutes held on June 25, 2020 and Library Board Work Session held on June 16, 2020. Seconded by Mr. Quintana. All in favor 7-0. None opposed. Motion passes.

**IV. REPORTS**

**A. Executive Director Report**

Jon Walker, Executive Director, will provide a current overview report on PCCLD.

Mr. Walker provided a current overview of PCCLD. We are continuing to monitor the COVID situation in the community and staying in touch with the health department We are making plans for reopening additional services. These services would include longer use of building and use of study rooms. We are hoping in August we can continue with opening. Library use has picked up but is not at the level it was pre-COVID. Strategic planning is underway at this time and lots of activity is going on in that arena. We are putting a number of team members in place for that project. Trustees will be asked for input and feedback as we move through the project. We also started 2021 budget planning and Rawlings Renovation planning is proceeding. A design meeting was held earlier in the week and financial planning is proceeding. Proposals to underwrite the PCCLD COP's are due July 24 and we have received a number of proposals. Mr. Potter has also led a special initiative to get laptops and hotspots to the neediest students in our community. The project was made possible with grant funding from the Packard Foundation. The project includes partnerships with Posada, CASA, Boys and Girls Club and Pueblo County Social Services.

Mr. Walker turned it over to Ms. Diann Logie to report on activities occurring at the Lucero Library. Ms. Logie talked the youth snack program and food distribution with Care and Share. This program continued through COVID as a drive-through service and experienced a slight decline in attendance. Care and Share will soon be opening a pantry location and will not need the library parking lot. Due to COVID, in-person attendance showed a decline. On March 2 a new librarian, Kristi Roque, was hired and has been a great addition to the team. The librarians at Lucero have been doing virtual programs. Streaming programs have included Semi-Crafty Librarian (which offers simple crafts for young viewers), Get out of Town Virtually (which offers virtual

tours viewers can take of various locations), and Tales from the Stack (a live book reading). They have also hosted a book club at the Boys and Girls Club that occurs outdoors with masks. They have also partnered with the Recreation Director at PCC to offer Wellness Where You Are Programs. Librarians have also hosted Maker Space classes, chess tutorials, doodling classes and assisting patrons with stimulus and unemployment check requests. A small break in programming will occur in August as they regroup and plan programming based on the needs of students when school starts. She also shared some numbers on virtual programming. Lucero Library is second to Rawlings in the district on programs, views and posts. Ms. Gairaud thanked Mr. Walker and Ms. Logie for the report and commented she enjoyed hearing again from the branches again.

#### **B. Friends of the Library Report**

Mr. Walker shared the bookstore is open from 10 a.m.-2 p.m. with reduced hours. They are requiring masks and doing well. With limited sales and space they have temporarily restricted the number of gifts you can donate.

#### **C. Pueblo Library Foundation Report**

Ms. Gairaud said there was no report this evening. She mentioned the next Pueblo Library Foundation meeting will occur in August so she will have a report next month.

#### **D. Attorney Report**

Mr. Gradisar shared there is nothing to report this meeting.

#### **E. Employment Changes**

OVERVIEW: The Board is asked to ratify the June 2020 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the June 2020 Employment Changes as contained in the Board materials.

Mr. Quintana made a motion to ratify the June 2020 Employment Changes as contained in the Board materials. Mr. Hodge seconded. All in favor 7-0. None opposed. Motion passes.

#### **F. Financial Report**

OVERVIEW: Sherri Baca, Associate Executive Director, will provide a report on the June 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board ratify the June 2020 bills and accept the June 2020 Fund Statement as contained in the Board materials.

Ms. Baca presentation began the financial report with the combined balance sheet for the month ending June 30, 2020. She reminded the board this is the last month you will see the Special Revenue and Trust Fund reported separately. Starting July it will be rolled in the General Fund. This report is pretty standard. Cash holdings in the General Fund are at \$6.6 million dollars and we are ahead of where we were by \$1.6 million. For liabilities there were a few timing differences with accounts payable. The combined balance sheet is also pretty standard. Ms. Baca then reviewed the Statement of Revenue and Expenditures for the period ending June 30. Property tax collection and specific ownership tax collection occurred at a lower percentage compared to last year. Also the following expenditure items were spent at a lower percentage compared to last year: personal, material, operating, postage, office supplies, and technology. Digital materials were spent at a higher level. Facilities and IT spending have been tracking pretty standard. The building maintenance number is a bit high for June. We had the windows cleaned and our cleaning company is doing much more with health and safety cleaning. Total expenditures is 44% spent which is trailing what we did last year but overall there are no budget concerns or any to report in that area.

Ms. Baca noted \$87,500 came in towards Capital Project Fund for the Rawlings Renovation Project. IT has

also purchased some laptops. The Special Revenue Fund also received a contribution from the Chamberlain Fund. The Nesbitt Fund is keeping a pretty typical cash balance. Regarding checks, there was a Capital Projects expense for asphalt for a project and painting. KutakRock charged us \$5,000 to help with the clearing of the title for the Rawlings Library as part of the COP financing project. The rest of the spending was pretty typical. ACH payments are growing. There were two payrolls in the month of June and a total cash outlay of \$725,430.99. We spent about \$15,000 in p-card spending which is getting more back to normal.

Ms. Alexandria Romero reviewed an analysis on property tax and specific ownership tax collections for 2020. Figures include tax collected in June. A majority of property taxes are collected by July of each year. We collected \$10,297,460 of our \$10,804,673 in our annual budget which is 95.31% collected of the total budgeted amount. There is about a \$500,000 difference in what we collected. We are about 1.25% behind where we were the same time last year in 2019. County officials are estimating that there may be a 1 to 1.5% percent shortfall in the coming year. With specific ownership tax we have collected \$437,219 of the \$473,199 budgeted. The difference in specific ownership tax collection is 13.38% but officials believe the difference will be made up by the end of the year. The Finance staff will continue to monitor tax collection and keep the board informed. Ms. Bregar commented, in regards to specific ownership tax, if you could not do it online some payments came to a halt but hopefully the amounts will be made up now that people can pay. Ms. Bregar asked why there may be a difference in property tax collection. Ms. Romero answered there have been some delinquent accounts but notices have been sent. Mr. Quintana made a motion that the Library Board ratify the June 2020 bills and accept the June 2020 Fund Statement as contained in the Board materials. Ms. Bregar seconded the motion. All in favor 7-0. None opposed. Motion passes.

## **V. BOARD COMMENT**

Ms. Bregar wanted to add a comment regarding the refinancing of COPs. She said Urban Renewal has refinanced all of their bonds and will save about \$2.3 million over the bond terms. They have also refinanced their three TIFF loans with local banks with interest rates between 1.6% and 2.85%. There will also be a new TIFF area proposed for the eastside.

## **VI. PUBLIC COMMENT**

There were no public comments.

## **VII. OLD BUSINESS**

There was no old business to discuss.

## **VIII. NEW BUSINESS**

### **A. Announcements**

1. The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, August 18, 2020, at the Rawlings Library.
2. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, August 27, 2020, at the Pueblo West Library.

The regular Work Session Meeting and regular meeting dates and times for August were announced. The work session meeting will be held on Tuesday, August 18 at 2:00 p.m. and the regular meeting will be held Thursday, August 27 at 5:30 p.m. Trustees will be updated but the current plan is to continue meeting via teleconference.

### **B. Action/Discussion Items**

#### **1. Flexible Spending Account**

OVERVIEW: The Trustees reviewed provisions for extending employee Flexible Spending Account benefits as allowed under recent IRS rules.

**RECOMMENDED ACTION:** Dave Vecchio (Benefits Brokers) will present an overview of the Flexible Spending Account provisions. It is the recommended action that the Board of Trustees adopt the provisions to enhance employee Flexible Spending Account benefits.

Mr. Dave Vecchio from Benefits Brokers provided a high level overview of FSA and HSA accounts. This year is the first year the library introduced a qualified high deductible health plan. For a person to utilize a Health Savings Account they need to be enrolled in a qualified high deductible health plan. It is an attractive plan in terms of coverage and cost. The library district has always had a Flex Spending Account option for employees to set aside money to pay for health expenses with pre-tax dollars. COVID has impacted benefits and there has been some changes. The IRS is acting quickly and giving employers latitude to adjust the plan since flex spending couldn't occur with some elective care (i.e. dental and vision). We think it would be a good idea to allow employees to take advantage of the option to carry over up to \$550 in their accounts into the next calendar year. Mr. Walker added there is no cost to the district for this change. Ms. Bregar made a motion that the Board of Trustees adopt the provisions to enhance employee Flexible Spending Account benefits. Ms. Garcia seconded the motion. All in favor 7-0. None opposed. Motion passes.

## **2. Legal Counsel**

**OVERVIEW:** The Request for Proposal process for library district legal services is complete.

**RECOMMENDED ACTION:** That the Trustees make final review of the recommended law firm and authorize the Executive Director to enter into agreement for ongoing library district general legal counsel.

Mr. Walker presented the results of the RFP. The library put out an RFP for legal services. It was made available at a variety of locations at the end of June. We received a number of proposals from qualified firms. There were a team of individuals that reviewed the proposals in two rounds. In first round review, six individuals participated in the ratings three were employees and three were trustees. They rated and scored each firm on a set of criteria. The two highest scoring firms moved on to the second round of review. In the second round they did interviews and were graded each on high level criteria. The firm recommended by the team of trustees and employees was Collins, Cockrel and Cole. We have worked with them before. They did the library district's ballot measure project last year. They have a rich depth of experience with Colorado local governments and work with library districts. They are not the lowest cost proposal but best combination of best and lowest cost proposal. Ms. Garcia added the firm only does Colorado government and municipalities and because of their depth we will most likely need to outsource less. They are a medium sized firm and have extensive library law experience. During the process there were also questions asked back to us that made us think of our processes and policies as well, which was good. Ms. Martinez asked if services will remain the same and if we will have access to them during board meetings. Ms. Garcia answered yes, the firm we are recommending wants to be proactive and engaged. They will be available virtually for our meetings and work sessions if we anticipate any need for legal guidance. Ms. Garcia made a motion that the Trustees authorize the Executive Director to enter into agreement for ongoing library district general legal counsel with Collins, Cockrel and Cole. Mr. Hodge seconded the motion. All in favor 7-0. None opposed. Motion passes.

## **3. Emergency Closing Temporary Policy Addendum**

**OVERVIEW:** The Trustees reviewed the library district's temporary emergency closing policy addendum at the work session on July 14.

**RECOMMENDED ACTION:** That the Trustees reaffirm the Temporary Telework Policy with further review to occur at the end of 2020.

Ms. Gairaud made a motion that the trustees reaffirm the Temporary Telework Policy with further review to occur at the end of 2020. Ms. Garcia seconded the motion. All in favor 7-0. None opposed. Motion passes.

## **4. Report on Sunday Activities**

Mr. Walker reported the Rawlings Library will not be open on Sundays due to safety concerns. There have been

gatherings at the Columbus Statue on Abriendo on Sundays. There were people in attendance dressed in military attire and riot gear, brandishing fire arms and weapons. It has occurred the last two Sundays and we closed the libraries soon after opening out of concern. Rawlings Library will reopen after we have better certainty that situation is controlled. We have spun up Barkman Library and Lamb Library to get them staffed for Sundays in place of the Rawlings Library. Trustees were supportive and glad there are other options for patrons to access library services until the situation is resolved. Ms. Garcia suggested signs (especially in the parking areas and doors) be placed at the Rawlings library and other places to let patrons know about the other options available. Mr. Walker agreed and will follow up with Community Relations Department staff.

## **IX. ADJOURNMENT**

The meeting adjourned at 6:51 p.m. The total meeting time was 1 hour 21 minutes.